

SUPPLEMENTAL JOB DESCRIPTION

Classification: ATTORNEY II

Function Code: 0713-095

Position Title: Attorney II

Date Established: 8/15/88

Position Number: 14956

Date of Last Amendment: 10/10/08

SCOPE OF WORK: Functions as general counsel and administers and coordinates legal activities for the Department, with a specific focus on the State's Medicaid Program. Works under the general direction and supervision of the Chief Legal Counsel, Bureau of Legal Services, Office of Operations Support, and in cooperation with the Director, Office of Medicaid Business and Policy (OMBP).

ACCOUNTABILITIES:

- Primarily oversees, manages all aspects of the litigation and legal pursuit of Medicaid Third Party Liability Claims.
- Coordinates legal activities and provides legal guidance and direction to the OMBP and acts as general counsel to the Director of the Office.
- Represents the State in Superior Court regarding all aspects of Medicaid liens and also appears in court, administrative hearings and other forums as the Department's representative.
- Provides legal assistance with the development and execution of Medicaid Requests for Proposals and contracts
- Provides research, consultation and assistance in the development of Medicaid policy, administrative rules and Title XIX State Plan amendments as related to federal and State statutory and regulatory requirements
- Responds to legislative, legal and public inquiries regarding legal information relating to the department.
- Directs and coordinates litigation responses in court and administrative actions where the Department is a party and serves as the Department's liaison to the Office of the Attorney General in cases which involve the Attorney General.
- Formulates legal solutions with regard to local issues impacting the Department to ensure compliance with state and federal laws, rules and regulations.
- Provides legal counsel to other areas of the Department as directed by the Chief Legal Counsel.

MINIMUM QUALIFICATIONS:

Education: Juris Doctorate degree from a recognized college or university.

Experience: Four years' experience in active practice of law.

License/Certification: Valid driver's license and/or access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: Must be a member of the New Hampshire Bar Association.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Frank D. Nachman, Chief Legal Counsel, #9U414.

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Frank Nachman, Chief Legal Counsel, #9U414

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved